



Democratic Socialist Republic of Sri Lanka

Supplement – 26

to the

PROCUREMENT GUIDELINE – 2006 (Goods and Works)

Issue Date: 2012-08-08

**PROCUREMENT GUIDELINE REFERENCES: 3.4 (Shopping)
(Amendment to the 3.4.5 - Small Value Procurements for Sri
Lanka Missions Abroad)**

DEPARTMENT OF PUBLIC FINANCE

3.4 Shopping

3.4.5 Small Value Procurements for Sri Lanka Missions Abroad

The Heads of the Sri Lanka missions abroad shall adhere to the following in procurement of small value works, goods and services.

- (a) Appropriate methods for small value procurements
 - i. Shopping – Obtain at least five (5) quotations from registered suppliers/ Yellow pages (trade directories)
 - ii. Procurement orders placed on standard price lists
 - iii. Direct orders to producers/ Manufacturers/ Service Providers/ Workshops/ Garages/backup and spares providers/maintenance or service stations
 - iv. Orders through accredited agents/sole distributors etc.
 - v. Selected sources through E-procurement
- (b) Procurement of Goods, Works and Services under the Shopping procedure for;
 - i. readily available off the Shelf goods of small value
 - ii. small value commodities for which specifications are standard
 - iii. small value works and services

The prior approval of the Secretary to the Ministry of External Affairs shall be obtained to follow a suitable method exists in the particular market (in abroad). The Heads of Sri Lanka missions abroad shall develop a procedure to suit the country situation ensuring accountability and transparency requirements and other objectives mentioned in the Government Procurement Guidelines - 2006 and obtain the approval of the Secretary to the Ministry of External Affairs before implementation, as the market procedures and practices may vary according to the country situation.

- (c) Value of procurements under shopping shall not exceed US\$. 2,000/- per month (Euro 1,650, GBP 1,300, WON 2.4 Million, YUAN 13,000, YEN 156,000 etc.)
- (d) Heads of the foreign missions abroad shall be personally satisfied that;
 - i. the funds are available for the proposed procurement
 - ii. the quality of the works, goods or services are adequate to achieve the intended purpose
 - iii. the prices are obtained from the cheapest source in the particular market exclusive of trade discounts
 - iv. the prices offered by the recommended bidder/source are reasonable
 - v. all requirements, components and accessories required for intended use are included to the item/product/work or service offered
 - vi. guarantees, warranties, insurance and other after sale service requirements/packages are included with the bid/offer/quote
- (e) The Head of the Sri Lanka mission and the Chief Accountant of the Ministry of External Affairs are responsible for monitoring the progress of procurements made under the shopping procedure.